

DIVISION OFFICER'S PERSONNEL RECORD FORM

PRIVACY ACT STATEMENT

Authority to request the information in this form is derived from 5 United States Code 301, Departmental Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on the form is mandatory: name, rate, SSN, local address and phone number (if applicable), work center/berthing/bunk number (if applicable). Disclosure of the following items of information is voluntary: reenlistment intentions, rate desired, special qualifications, name of spouse, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.

NAME		RATE	USN USNR	SSN	NEC/PRI/SEC	
DEPT/DIV	WORK CENTER	DUTY SECTION		BERTHING	BUNK/LOCKER #	
DATE OF BIRTH	RELIGIOUS PREFERENCE			SECURITY CLEARANCE/ACCESS		
ADBD	DATE REPORTED	PRD	EAOS	U.S. CITIZEN		
GENERAL QUARTERS STATION	UNDERWAY WATCH STATION			PHYSICAL READINESS		
SPECIAL QUALIFICATIONS OR INTERESTS						
PERMANENT HOME ADDRESS AND PHONE NUMBER				LOCAL ADDRESS AND PHONE NUMBER		
MARITAL STATUS	NO. OF DEPENDENTS	NAME OF SPOUSE/MILITARY <input type="checkbox"/>				
NAMES AND AGES OF CHILDREN						
NEXT OF KIN		RELATIONSHIP	ADDRESS AND PHONE NUMBER			
PREVIOUS DUTY						
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY			
PERFORMANCE TRAITS						
EVALUATION DATE	RATE KNOWLEDGE	RELIABILITY	MILITARY BEARING	PERSONAL BEHAVIOR	DIRECTING	OVERALL EVALUATION

AWARDS AND COMMENDATIONS
COMMENTS

FORMAL EDUCATION													
HIGH SCHOOL 9 10 11 12		COLLEGE 1 2 3 4		MAJOR									
HIGH SCHOOL GED COLLEGE CLEP		PART I		PART II			PART III		PART IV		PART V		
ASVAB TEST SCORES													
FORMS 5/6/7	GI	NO	AD	WK	AR	SP	MK	EI	IVIC	GS	SI	AI	
FORMS 8/9/10	GS	AR	WK	PC	NO	CS	AS	MK	IVIC	EI	VE		
GENERAL PQS	DAMAGE CONTROL		DATE		3-M		DATE		FIRE FIGHTING		DATE		
SHIP CLASS		REQUALDC SHIP CLASS		REQUALDC SHIP CLASS									
NAVAL EDUCATION RECORD													
ITEM		TITLE		DATE COMPLETED		MARK		TITLE		DATE COMPLETED		MARK	
SERVICE SCHOOLS													
MILITARY CORRESPONDENCE COURSES													
OTHERS													
NAVY-WIDE EXAMINATION ELIGIBILITY SECTION													
PARS		MILITARY LEADERSHIP		PROFESSIONAL COURSE		MILITARY COURSE		EXAMINATIONS					
RATE	DATE COMPLETED	RATE	DATE COMPLETED	RATE	DATE COMPLETED	RATE	DATE COMPLETED	RATE	DATE COMPLETED	RATE	DATE COMP	RESULTS	
DATE PRESENT RATE			ELIGIBLE NEXT RATE					REC NEXT RATE					